SPECIAL COLLECTIONS

1970-71

Rare Book and Manuscript Library

(Kenneth A. Lohf)

PART I: STATISTICAL REPORTS - Table I.

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1970

Library Name: Special Collections Reported by: Kenneth A. Lohf Date: July 28, 1971.

	TOTAL Beginning of year	ADDITIONS			WITHDRAWALS			NET CHANGE	TOTAL End of year
		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
MATERIAL									
1. Monographs *	234,628	3,189		3,189	86		86	+ 3,103	237,731
2. Bound Serials									
3. Unbound Serials									
4. Master's Essays	4,785		52	52				+ 52	4,837
5. Scores (sheet music)	20,350								20,350
6. Dealer's Catalogs	14,800		500	500				+ 500	15,300
7. Collections (uncat.)	**39,973								39,973
8. Total lines 1-7	314,536								318,191
9. Manuscripts ***	3,450,000		580,000	580,000				+ 580,000	4,030,000
10. Microfilm reels	413		65	65				+ 65	478
11. Microfiches									
12. Microcards									
13. Micro-prints									
14. Total lines 10-13	413		65	65				+ 65	478
15. Films									
16. Film strips									
17. Slides	ca. 100								ca. 100
18. Phonorecords	616								616
19. Tape recordings	330								330
20. Broadsides	2,051								2,051
21. Maps	1,399		2	2				+ 2	1,401
22. Memoirs (Oral Hist)	1,913		126	126					3,039
23. Pictures, prints, etc.	ca. 5,500								5,500

* See second page for categories included in monograph total.

** The number of volumes under this category has formerly been reported as part of arrearages ("accessible," but uncat.) However, since they may never be cataloged, they are now listed under this category, and have been deducted from our arrearages listed under item 30.

*** The total number of manuscript collections at the beginning of the year stood at 593; 39 new collections have been added throughout the year, bringing the year-end total to 632 collections.

(continued on next page) -

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(Table I Continued)

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		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
(Continuation:)									
24. Posters	ca. 10,000								ca. 10,000
25. Cuneiform tablets	ca. 500								ca. 500
26. Epigraphy specimens	159								159
27. Papyri	ca. 700								ca. 700
28. Ostraca	ca. 500								ca. 500
29. Press file	ca. 10,000								ca. 10,000
30. Arrearages	14,521					720	720	- 720	13,801
1. Monographs: This total also includes the following:									
Bachelor's Degrees	384								384
Doctoral dissertations	11,786	694		694					12,480
("X" Coll) Books, diaries, etc.	4,836								4,836
Incunabula	858		63	63		5	5	+ 58	916

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1970 Library Rare Book and Manuscript Library
Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		678	50,587	390	
Aug.		525	82,282	190	14
Sept.		248	30,254	2,271	1
Oct.		858	24,465	468	81
Nov.		812	21,881	933	3
Dec.		923	24,951	3,360	31
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March		953	55,047	5,081	
April		935	124,219	4,481	
May		731	64,324	1,284	1
June		450	52,708	669	9
TOTAL		8442	642,040	23,084	141

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 5,000 items. (Briefly indicate the manner in which this estimate was made in the space below.)

This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

C5(670)2C

Part II: Summary of the Year's Work

1. Development and Maintenance of the Collections

Gifts. The development of the Special Collections Division depends considerably upon gifts. During the year we have been enriched by a succession of distinguished gifts, which have contributed substantially to our research resources and will help us in the future to maintain our high level of service and usefulness to scholarship. In 1970/71 donors added 1,872 volumes and 580,098 manuscript items worth $390,510.50 in appraised value. Among the 123 separate donations made during the year were those from members of the Friends of the Libraries, alumni and faculty of the University, and other interested persons primarily from the New York City area. Thirty-nine significant collections of manuscripts and papers were included in the year's gifts and purchases; ten of these represent collections transferred to us by the New York School of Social Work at the time of their move to the Morningside Heights campus. In addition, the Brander Matthews Museum collections were transferred to us at the end of the year. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention can be made of the American Association of University Presses annual book shows, the Lucy Sprague Mitchell Papers, the Edward J. Bermingham and Dwight D. Eisenhower Correspondence, additions to the Allan Nevins Papers, the Random House Papers, the James Oliver Brown Papers, and books and manuscripts from the Mary Flagler Cary Charitable Trust.

Purchases. During the year we expended $105,432.26, of which $33,574.00 represented funds budgeted for the department. The remaining funds were allotted to the Library for the acquisition of an important collection of John Jay papers, and donated by the Cary Trust and the Friends for specific purchases. In addition,

a large and important collection of Rockwell Kent drawings and related material was acquired with funds presented by Dr. Corliss Lamont, Mrs. Arthur Hays Sulzberger, Mr. and Mrs. Alfred C. Berol, and Mr. Dan Burne Jones. Acquired during the year were 198 books, 94 manuscripts, and 13 collections of papers. Ten appraisals were also paid for out of departmental funds. A detailed breakdown by fund is given in the Appendix following Part III.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 138 volumes during the year. The sale and exchange value of the items was $13,479.75. Significant books and manuscripts, that could not have been acquired by means of budgeted funds, have been added to the collections through the Duplicates Fund and through exchanges with dealers. This policy should be of continuing usefulness to us in the enrichment and development of our research holdings. The most important exchange transaction added twenty incunabula editions of Hieronymus Savonarola to our Collection.

Binding and Maintenance. During the year 179 volumes were bound by the commercial binder, which for the second year in a row represents a significant decrease; 286 volumes bound in 1968/69 and 231 volumes bound in 1969/70. Insufficient funds and rising prices are, of course, the obvious reasons for the decrease. 558 volumes were received from the Columbia bindery, where they received pamphlet bindings and board portfolios; this represents an increase of 199 volumes over the previous year. This encouraging increase was due to the fine cooperation of the binding department, and particularly to that of Miss Thea Hammann.

Exhibitions. The following exhibitions were mounted by the department and on view in the third floor exhibition area in Butler Library:

Robert Flaherty - Explorer and Film-maker. June 5 - September 15, 1970.

Writers and Artists: Gifts. September 15 - December 10, 1970.

Music Covers. (Alfred C. Berol gift). December 11, 1970 - February 27, 1971.

Dear Bennett, Dear Donald ... Letters to Random House. February 28 - June 15, 1971.

Four in New York, 1871 - 1971 (Theodore Dreiser, Stephen Crane, James Weldon Johnson, and John Sloan). June 16 - October 31, 1971.

2. Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,070 volumes, all of which have been cataloged, or are in the process of being cataloged. Through the disposal of duplicates and the discarding of titles not wanted by Special Collections, our arrearages declined by 720 volumes to 53,774; of this number 39,973 volumes are in collections that may never need to be officially cataloged. These uncataloged research materials represent our most crucial bibliographical problem as they are virtually unknown and inaccessible to scholars, though among them there are thousands of items in all academic disciplines that are unique to the Columbia holdings. During the year we have continued the inventory of the Incunabula Collection and the preparation of standardized catalog cards for the 15th-century books, and we have completed the project of sorting and arranging of the extensive collection of printing specimens and ephemera.

The total recorded, cataloged holdings as of June 30, 1971, in printed materials stands at 318,191 volumes. This figure does not include 13,801 volumes awaiting cataloging.

Manuscript and Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 94 individual manuscripts and 39 new manuscript collections containing 580,098 items. This represents the largest number of manuscripts received in any single year, due in large measure to the gift of the Random House Papers which contains approximately 400,000 items. During the year,

255,479 manuscripts were processed or cataloged (not including Random House), a figure which represents the processing of a considerable amount of our backlog. Total recorded manuscript holdings as of June 30, 1971, are as follows:

Book Manuscripts	4,836
Oral History Memoirs	2,039
Manuscript Collections (containing approximately 4,030,000 items)	632
Master's Essays	4,837

Because of limited funds and rising prices in the rare book and manuscript market, our acquisitions program becomes more restrictive each year. The policies that guide our manuscript acquisitions program have been to strengthen existing research collections and to add new materials only in the areas that complement the research programs of the University.

3. Reference and Circulation Services

Use of Books and Manuscripts. During 1970/71 there was a significant increase in the use of manuscripts. The statistics for the past five years are as follows:

	Manuscripts	Books
1966/67	401,359	11,298
1967/68	265,568	9,299
1968/69	485,020	9,362
1969/70	487,971	9,447
1970/71	642,040	8,442

As was stated in last year's report, the demands by readers on the department's facilities continue at a high level, and, during peak periods of use, particularly the winter and spring holidays, and the summer months, the strain on staff and equipment becomes critical. It has been decided that, when the Governor Lehman Papers vacates room 833 Butler Library early in the fall, this

room will be used as the reading room for Manuscript Collections and Archives. A grant has been received from the Graduate Faculties Alumni Association to cover the costs of furnishing the room, including ~~a rug,~~ carpeting, fluorescent lights, a card catalog, and other miscellaneous furniture and equipment. The new room is located just outside stack 14, which is the level on which nearly all of our manuscript collections are shelved; this should make the servicing and re-shelving of manuscripts simpler and more efficient. Further, the new room should reduce the strain on the present reading room, 654 Butler Library; and it should provide more space for processing and for the study of rare books and medieval and renaissance manuscripts by students and scholars.

Reader Visits. The statistics on reader visits for the past five years are as follows:

1966/67	5,538
1967/68	4,597
1968/69	4,609
1969/70	5,040
1970/71	4,959

The Reading Room was filled to capacity several times during the year during holiday periods, but this crowding will be alleviated when the Manuscript Collections and Archives Room is in operation.

Despite the division's inadequate facilities (lack of air-conditioning in the Reading Room and stack areas, cramped work space, remote shelving areas, among others), our professional and clerical staff has performed with skill, devotion, and imagination. Their interest and special qualifications enable us to offer to scholars and students the services they have come to regard as our characteristic strength. The professional staff is comprised of three reference librarians, Bernard R. Crystal, Mrs. Patricia DeGeorges, and Mr. Eldon L. Jones.

It should also be noted that 884 reference letters and general correspondence were written by members of the department staff, most of which required complex bibliographical searching and consumed considerable staff time.

Part III: Current or Anticipated Problems

1. Lack of air-conditioning and humidity control is causing the deterioration of leather, paper, and vellum, and virtually negates all of our preservation efforts. This lack also affects staff productivity, working conditions, and morale, as well as our image with readers and patrons.

2. During the past year there has been a marked reduction in cleaning services. Special Collections requires additional cleaning personnel to deal effectively with the reading rooms, offices, and stacks 12 - 14.

3. Lack of sufficient work and office space for the Reading Room and processing operations. This will be remedied when the Russian Archives and Lehman Papers move to International Affairs and their spaces are assigned to Special Collections.

4. Congestion in the Reading Room and the lack of sufficient and appropriate desks for readers. This, too, will be remedied as in 2.

5. Lack of sufficient shelf space for the future growth of the book and manuscript collections. The Lehman Papers' move will give us no new shelving space; the Russian Archives' move will add 135 sections of shelving to the stack 14 area. However, our need for shelf space, particularly for manuscripts, has grown considerably in the past few years; if the present rate of increase continues, we shall have run out of all available assigned space within the next one to two years.

6. Uncataloged printed materials now number approximately 53,774 volumes. The

importance of this problem has been stressed on page 7(Bibliographical Control: Printed Materials). The need for additional book catalogers is particularly pressing.

7. With the continuing acquisition of large and important book and manuscript collections (Nevins Library, Random House Papers, Schuster Papers and Library, Brander Matthews Museum collections, Annie Laurie Williams Collection, etc.),. we shall require additional clerical and professional staff if we are to properly handle the processing, bibliographical listing and searching, and the servicing which these new collections require to make them useful to scholarship.

APPENDIX

Purchases made by Special Collections during 1970/71

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 General	36 $ 2,810.20	12 $ 226.40		6 $ 580.53		$ 3,617.13
4-293 Bancroft	41 $ 1,256.60	74 $4,814.50	6 $21,289.00	4 $1,092.50		$ 28,452.60
297 Duplicate	20 $ 2,825.00	4 $ 250.00	4 $ 1,370.00			$ 4,445.00
358 Gen.& Mem. Gifts	3 $13,750.00		1 $ 2,000.00			$ 15,750.00
400 Bancroft(GL)	2 $ 15.95					$ 15.95
429 Epstean	6 $ 432.50	1 $ 65.00				$ 497.50
482 Smith	13 $ 5,952.00					$ 5,952.00
483 Strassburger	2 $ 264.00					$ 264.00
484 Ulmann	19 $ 1,586.00					$ 1,586.00
497 Lodge	43 $11,021.58					$ 11,021.58
532 Halsband	2 $ 78.00					$ 78.00
533 Friends	5 $ 1,877.50	3 $3,350.50	2 $26,304.50			$ 31,532.50
536 Engel	6 $ 2,220.00					$ 2,220.00
TOTALS	198 $44,089.33	94 $8,706.40	13 $50,963.50	10 $1,673.03		$105,432.26
1293 Binding		allocation	$4,500.00		expended	$ 5,267.94

Columbia University
in the City of New York
NEW YORK, N.Y.
SCHOOL OF INTERNATIONAL AFFAIRS

HERBERT H. LEHMAN PAPERS

ROOM 833 BUTLER LIBRARY

ANNUAL REPORT OF THE CURATOR
JULY 1970 - JULY 1971

This is the fourth annual report on THE LEHMAN PAPERS. A great deal of progress was made on the detailed organization of the papers and research work continued in greater detail.

A list of research projects is attached. Researchers again represented institutions from across the country, as well as one from England.

Accessions included the important James McDonald and Richard B. Scandrett,Jr. Papers. These and the other accessions are described on an attached list.

Thomas V. Brunkard continued his valuable assistance to the Papers during the past year.

Final plans, requisitions and purchases were made for The Lehman Suite which we plan to occupy in September,1971.

The curator's article, " Random House, or Fun and Profit in the Search for Excellence" appeared in COLUMBIA LIBRARY COLUMNS, February 1971.

The coming year poses a challenge to insure the proper administration and use of THE LEHMAN PAPERS which will be housed in its permanent location after many years of careful planning.

William B. Liebmann
Curator

July 1, 1971.
List of Accessions Attached(2pgs.)
List of Research Projects Attached (2pgs.)

Columbia University
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NEW YORK, N.Y. 10025
SCHOOL OF INTERNATIONAL AFFAIRS

HERBERT H. LEHMAN PAPERS ACCESSIONS JULY 1970 - JULY 1971 ROOM 833-BUTLER LIBRARY

BY GIFT :

THOMAS V. BRUNKARD, New York, N.Y.
"Congress at Work" by Stephen K. Bailey and Howard D. Samuel. New York,(1952).

DR. LUTHER H. EVANS, New York, N.Y.
Correspondence and Related Material concerning Herbert H. Lehman. 5 pieces.

MRS. HERBERT H. LEHMAN, New York, N.Y.
Mrs. Lehman has continued to add related material to the collection. Of special interest is a large collection of photographs of family, friends and political associates of Herbert Lehman.

MR. & MRS. WILLIAM B. LIEBMANN, Westport, Connecticut.
"Roosevelt- The War Years" by James MacGregor Burns. New York, 1970. Also a collection of plastic display stands for books and memorabilia.

MRS. JAMES G. MC DONALD, Bronxville, N.Y.
& MRS. HALSEY V. BARRETT, Bronxville, N.Y.
& MRS. ARCHIBALD STEWART, Briarcliff Manor, N.Y.
The James Grover McDonald Papers. 40 Manuscript Boxes of Correspondence, Speeches and Related Material. Includes his correspondence with Herbert H. Lehman on relief, refugees and other matters, as well as his important papers covering his entire career which will be an important addition to the archives of The School of International Affairs.
The James Grover McDonald Library of Books relating to Refugees, Jewish History and Israel. Approx. 250 volumes. This interesting collection augments the books on these subjects in the Lehman Papers Reference Library.

MRS. RICHARD B. SCANDRETT, JR., Cornwall-on-Hudson, N.Y.
The Richard B. Scandrett, Jr. Papers on the UNRRA Mission to Byelorussia. 2 Thick folio bound volumes of over 500 pages of correspondence, memoranda, articles, speeches and related material. Mr. Scandrett was the chief of this mission, appointed by Herbert Lehman, and this collection, along with The MacDuffie Papers on the Ukraine, which we received a few years ago, completes the history of the UNRRA Russian missions.
The Richard B. Scandrett, Jr. Papers on The Allied Reparation Commission, 1945. 2 Thick folio bound volumes of over 300 pages of files, clippings and correspondence. This valuable record is another important addition to the archive of the School of International Affairs.

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SCHOOL OF INTERNATIONAL AFFAIRS

ROOM 833-BUTLER LIBRARY

HERBERT H. LEHMAN PAPERS

ACCESSIONS JULY 1970 - JULY 1971
(CONTINUED)
(2.)

BY GIFT: (Cont.)

ZOZA SZAJKOWSKI, New York, N.Y.
"American-Jewish Overseas Relief". Philadelphia & New York, 1967-1970. 7 Reprints of the donor's articles on this subject.

FREDERICK UNGAR PUBLISHING COMPANY, New York, N.Y.
"Eminent American Jews" by Charles A. Madison. New York, 1971.

PROF. WILLIAM M. WIECEK, Columbia, Missouri.
"The Place of Chief Judge Irving Lehman in American Constitutional Development" by William M. Wiecek. Philadelphia, 1971.

AMERICAN JEWISH HISTORICAL SOCIETY, Waltham, Massachusetts.
5 additional copies of "The Place of Chief Judge Irving Lehman...." by William M. Wiecek.

BY PURCHASE:

"Minutes of Meetings of European Executive Council, Joint Distribution Committee". Paris, May 2 - 5, 1922. Carbon Copy. 134 Pages. An extremely important item that shows Herbert Lehman's early interest in foreign relief and rehabilitation. (Purchase made due to special grant from Mrs. Lehman).

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Columbia University
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SCHOOL OF INTERNATIONAL AFFAIRS

RESEARCH PROJECTS OF RESEARCHERS USING THE PAPERS. JULY 1970 - JULY 1971

HERBERT H. LEHMAN PAPERS

ROOM 833-BUTLER LIBRARY

TOPIC	DISSERTATION OR BOOK	INSTITUTION
The Cold War.	Article & Book	Stanford
The Federal Government & Urban Affairs 1933 - 1965.	Diss.	Columbia
Frank Knox & American Foreign Relations.	Diss.	Univ.of Maryland
Franklin D. Roosevelt and the Development of an American Occupation Policy on Europe.	Diss.	Ohio State Univ.
The Greco-American Alliance.	Diss.	Johns Hopkins
Herbert H.Lehman's Lieutenant-Governorship.	Diss.	State Univ.of New York-Albany
Herbert H.Lehman's Governorship.	Diss.	Columbia
History of the American Peace Movement in the 1920's.	Article	Univ.of Toledo,Ohio
Humanism and Self-Interest in American Foreign Policy, 1941-1951: The Case of Voluntary Relief Agencies.	Diss.	Univ.of Minnesota
International Cotton Trade in the 19th Century.	Article & Book	Leeds Univ.,England
Jewish-American Relief to Russia.	Book	YIVO-Inst.for Jewish Research
The Jewish Problem & American-German Relations 1933 - 1939.	Diss.	Georgetown
The League of Nations and American Internationalism 1919 - 1929.	Diss.	Tufts

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(Continued)

ROOM 833-BUTLER LIBRARY

TOPIC	DISSERTATION OR BOOK	INSTITUTION
The New York State Election Campaign of 1949.	Diss.	St.John's Univ. L.I.,N.Y.
The Political Career of Irwin Steingut.	Diss.	St.John's Univ. L.I.,N.Y.
Post World War II Relief and Rehabilitation.	Article	U.N.Secretariat.
Reconversion in Politics- The Campaign of 1949.	Diss.	Columbia
The Progressive Republicans in the New Deal.	Diss.	City Univ.of N.Y. Graduate Center.

SPECIAL COLLECTIONS

1970-71

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Part II: Summary of the Year's Work

1. Development and Maintenance of the Collections

Gifts. The development of the Special Collections Division depends considerably upon gifts. During the year we have been enriched by a succession of distinguished gifts, which have contributed substantially to our research resources and will help us in the future to maintain our high level of service and usefulness to scholarship. In 1970/71 donors added 1,872 volumes and 580,098 manuscript items worth $390,510.50 in appraised value. Among the 123 separate donations made during the year were those from members of the Friends of the Libraries, alumni and faculty of the University, and other interested persons primarily from the New York City area. Thirty-nine significant collections of manuscripts and papers were included in the year's gifts and purchases; ten of these represent collections transferred to us by the New York School of Social Work at the time of their move to the Morningside Heights campus. In addition, the Brander Matthews Museum collections were transferred to us at the end of the year. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention can be made of the American Association of University Presses annual book shows, the Lucy Sprague Mitchell Papers, the Edward J. Bermingham and Dwight D. Eisenhower Correspondence, additions to the Allan Nevins Papers, the Random House Papers, the James Oliver Brown Papers, and books and manuscripts from the Mary Flagler Cary Charitable Trust.

Purchases. During the year we expended $105,432.26, of which $33,574.00 represented funds budgeted for the department. The remaining funds were allotted to the Library for the acquisition of an important collection of John Jay papers, and donated by the Cary Trust and the Friends for specific purchases. In addition,

a large and important collection of Rockwell Kent drawings and related material was acquired with funds presented by Dr. Corliss Lamont, Mrs. Arthur Hays Sulzberger, Mr. and Mrs. Alfred C. Berol, and Mr. Dan Burne Jones. Acquired during the year were 198 books, 94 manuscripts, and 13 collections of papers. Ten appraisals were also paid for out of departmental funds. A detailed breakdown by fund is given in the Appendix following Part III.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 138 volumes during the year. The sale and exchange value of the items was $13,479.75. Significant books and manuscripts, that could not have been acquired by means of budgeted funds, have been added to the collections through the Duplicates Fund and through exchanges with dealers. This policy should be of continuing usefulness to us in the enrichment and development of our research holdings. The most important exchange transaction added twenty incunabula editions of Hieronymus Savonarola to our Collection.

Binding and Maintenance. During the year 179 volumes were bound by the commercial binder, which for the second year in a row represents a significant decrease; 286 volumes bound in 1968/69 and 231 volumes bound in 1969/70. Insufficient funds and rising prices are, of course, the obvious reasons for the decrease. 558 volumes were received from the Columbia bindery, where they received pamphlet bindings and board portfolios; this represents an increase of 199 volumes over the previous year. This encouraging increase was due to the fine cooperation of the binding department, and particularly to that of Miss Thea Hammann.

Exhibitions. The following exhibitions were mounted by the department and on view in the third floor exhibition area in Butler Library:

Robert Flaherty - Explorer and Film-maker. June 5 - September 15, 1970.

Writers and Artists: Gifts. September 15 - December 10, 1970.

Music Covers. (Alfred C. Berol gift). December 11, 1970 - February 27, 1971.

Dear Bennett, Dear Donald ... Letters to Random House. February 28 - June 15, 1971.

Four in New York, 1871 - 1971 (Theodore Dreiser, Stephen Crane, James Weldon Johnson, and John Sloan). June 16 - October 31, 1971.

2. Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,070 volumes, all of which have been cataloged, or are in the process of being cataloged. Through the disposal of duplicates and the discarding of titles not wanted by Special Collections, our arrearages declined by 720 volumes to 53,774; of this number 39,973 volumes are in collections that may never need to be officially cataloged. These uncataloged research materials represent our most crucial bibliographical problem as they are virtually unknown and inaccessible to scholars, though among them there are thousands of items in all academic disciplines that are unique to the Columbia holdings. During the year we have continued the inventory of the Incunabula Collection and the preparation of standardized catalog cards for the 15th-century books, and we have completed the project of sorting and arranging of the extensive collection of printing specimens and ephemera.

The total recorded, cataloged holdings as of June 30, 1971, in printed materials stands at 318,191 volumes. This figure does not include 13,801 volumes awaiting cataloging.

Manuscript and Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 94 individual manuscripts and 39 new manuscript collections containing 580,098 items. This represents the largest number of manuscripts received in any single year, due in large measure to the gift of the Random House Papers which contains approximately 400,000 items. During the year,

255,479 manuscripts were processed or cataloged (not including Random House), a figure which represents the processing of a considerable amount of our backlog. Total recorded manuscript holdings as of June 30, 1971, are as follows:

Book Manuscripts	4,836
Oral History Memoirs	2,039
Manuscript Collections (containing approximately 4,030,000 items)	632
Master's Essays	4,837

Because of limited funds and rising prices in the rare book and manuscript market, our acquisitions program becomes more restrictive each year. The policies that guide our manuscript acquisitions program have been to strengthen existing research collections and to add new materials only in the areas that complement the research programs of the University.

3. Reference and Circulation Services

Use of Books and Manuscripts. During 1970/71 there was a significant increase in the use of manuscripts. The statistics for the past five years are as follows:

	Manuscripts	Books
1966/67	401,359	11,298
1967/68	265,568	9,299
1968/69	485,020	9,362
1969/70	487,971	9,447
1970/71	642,040	8,442

As was stated in last year's report, the demands by readers on the department's facilities continue at a high level, and, during peak periods of use, particularly the winter and spring holidays, and the summer months, the strain on staff and equipment becomes critical. It has been decided that, when the Governor Lehman Papers vacates room 833 Butler Library early in the fall, this

room will be used as the reading room for Manuscript Collections and Archives. A grant has been received from the Graduate Faculties Alumni Association to cover the costs of furnishing the room, including a rug, fluorescent lights, a card catalog, and other miscellaneous furniture and equipment. The new room is located just outside stack 14, which is the level on which nearly all of our manuscript collections are shelved; this should make the servicing and re-shelving of manuscripts simpler and more efficient. Further, the new room should reduce the strain on the present reading room, 654 Butler Library; and it should provide more space for processing and for the study of rare books and medieval and renaissance manuscripts by students and scholars.

Reader Visits. The statistics on reader visits for the past five years are as follows:

1966/67	5,538
1967/68	4,597
1968/69	4,609
1969/70	5,040
1970/71	4,959

The Reading Room was filled to capacity several times during the year during holiday periods, but this crowding will be alleviated when the Manuscript Collections and Archives Room is in operation.

Despite the division's inadequate facilities (lack of air-conditioning in the Reading Room and stack areas, cramped work space, remote shelving areas, among others), our professional and clerical staff has performed with skill, devotion, and imagination. Their interest and special qualifications enable us to offer to scholars and students the services they have come to regard as our characteristic strength. The professional staff is comprised of three reference librarians, Bernard R. Crystal, Mrs. Patricia DeGeorges, and Mr. Eldon L. Jones.

It should also be noted that 884 reference letters and general correspondence were written by members of the department staff, most of which required complex bibliographical searching and consumed considerable staff time.

Part III: Current or Anticipated Problems

1. Lack of air-conditioning and humidity control is causing the deterioration of leather, paper, and vellum, and virtually negates all of our preservation efforts. This lack also affects staff productivity, working conditions, and morale, as well as our image with readers and patrons.

2. During the past year there has been a marked reduction in cleaning services. Special Collections requires additional cleaning personnel to deal effectively with the reading rooms, offices, and stacks 12 - 14.

3. Lack of sufficient work and office space for the Reading Room and processing operations. This will be remedied when the Russian Archives and Lehman Papers move to International Affairs and their spaces are assigned to Special Collections.

4. Congestion in the Reading Room and the lack of sufficient and appropriate desks for readers. This, too, will be remedied as in 2.

5. Lack of sufficient shelf space for the future growth of the book and manuscript collections. The Lehman Papers' move will give us no new shelving space; the Russian Archives' move will add 135 sections of shelving to the stack 14 area. However, our need for shelf space, particularly for manuscripts, has grown considerably in the past few years; if the present rate of increase continues, we shall have run out of all available assigned space within the next one to two years.

6. Uncataloged printed materials now number approximately 53,774 volumes. The

importance of this problem has been stressed on page 7 (Bibliographical Control: Printed Materials). The need for additional book catalogers is particularly pressing.

7. With the continuing acquisition of large and important book and manuscript collections (Nevins Library, Random House Papers, Schuster Papers and Library, Brander Matthews Museum collections, Annie Laurie Williams Collection, etc.), we shall require additional clerical and professional staff if we are to properly handle the processing, bibliographical listing and searching, and the servicing which these new collections require to make them useful to scholarship.

APPENDIX

Purchases made by Special Collections during 1970/71

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 General	36 $ 2,810.20	12 $ 226.40		6 $ 580.53		$ 3,617.13
4-293 Bancroft	41 $ 1,256.60	74 $4,814.50	6 $21,289.00	4 $1,092.50		$ 28,452.60
297 Duplicate	20 $ 2,825.00	4 $ 250.00	4 $ 1,370.00			$ 4,445.00
358 Gen.& Mem. Gifts	3 $13,750.00		1 $ 2,000.00			$ 15,750.00
400 Bancroft(GL)	2 $ 15.95					$ 15.95
429 Epstean	6 $ 432.50	1 $ 65.00				$ 497.50
482 Smith	13 $ 5,952.00					$ 5,952.00
483 Strassburger	2 $ 264.00					$ 264.00
484 Ulmann	19 $ 1,586.00					$ 1,586.00
497 Lodge	43 $11,021.58					$ 11,021.58
532 Halsband	2 $ 78.00					$ 78.00
533 Friends	5 $ 1,877.50	3 $3,350.50	2 $26,304.50			$ 31,532.50
536 Engel	6 $ 2,220.00					$ 2,220.00
TOTALS	198 $44,089.33	94 $8,706.40	13 $50,963.50	10 $1,673.03		$105,432.26
1293 Binding		allocation	$4,500.00		expended	$ 5,267.94

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358 Gen.& Mem. Gifts	3 $13,750.00		1 $ 2,000.00			$ 15,750.00
400 Bancroft(GL)	2 $ 15.95					$ 15.95
429 Epstean	6 $ 432.50	1 $ 65.00				$ 497.50
482 Smith	13 $ 5,952.00					$ 5,952.00
483 Strassburger	2 $ 264.00					$ 264.00
484 Ulmann	19 $ 1,586.00					$ 1,586.00
497 Lodge	43 $11,021.58					$ 11,021.58
532 Halsband	2 $ 78.00					$ 78.00
533 Friends	5 $ 1,877.50	3 $3,350.50	2 $26,304.50			$ 31,532.50
536 Engel	6 $ 2,220.00					$ 2,220.00
TOTALS	198 $44,089.33	94 $8,706.40	13 $50,963.50	10 $1,673.03		$105,432.26
1293 Binding		allocation	$4,500.00		expended	$ 5,267.94

1970/71

General Fund

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	9 $1,622.20	8 (Lucas) $104.00				$1,726.20
August	—	1 (Rackham) $12.40				$ 12.40
September	2 $ 159.00	1 (Masefield) $50.00				$ 209.00
October	14 $ 734.50					$ 734.50
November	1 $ 5.00			1 House of Books $ 75.00		$ 80.00
December				1 Mutzdorf $195.53		$ 195.53
January	5 $ 24.50			1 $ 35.00		$ 59.50
February	2 $ 150.00					$ 150.00
March	3 $ 120.00			1 $ 25.00		$ 145.00
April	2 $ 30.00			1 $150.00		$ 180.00
May	3 $ 97.50	2 ~~Ferlinghetti, Ginsberg~~ $60.00		~~2~~ Rund Auerbach + $225.00 —	Auerbach on July 70	$ 382.50
June				1 Rund $100.	$125	
	41 2,942.70	12 226.40		5 705.53		3,894.63

-60

Bks #3864 ; Periods (244) $350. ; Pamphs $4.50. Total 8914

4-293
Bancroft

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	10 $ 253.50	33 $1,525.50	5 $1,695.00	1 $337.50		$ 3,811.50
August	18 $ 660.00	39 $3,154.00	1 $19,594	2 $405.00		$23,813.00
September	8 $ 263.65	1 $ 50.00		1 $350.00		$ 663.65
October	4 $ 75.45	1 $ 85.00				$ 160.45
Novem ber	1 $ 4.00					$ 4.00
December						—
January						—
February						—
March						—
April						—
May						—
June						
	41 1,256.60	104 4,814.50	6 21,289.00	4 1,092.50	Total	28,452.60

28,380 (Tax)
8429
8,560.

Duplicate Fund

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	14 $2,500.00					$ 2,500.00
August						—
September	1 Hughes $ 200.00	1 Connelly $ 85.00				$ 285.00
October						—
November		1 Snyder $ 40.00	2 Ferlinghetti McClure $ 650.00			$ 690.00
December	5 $ 125.00					$ 125.00
January						—
February						—
March						—
April		2 Cassady $125.00	2 Ferlinghetti Ginsberg $720.00			$ 845.00
May						—
June						
	20 2,825.00	4 250.00	4 1,370.00			4,445.00

Balance in the Fund as of July 70 : $916.80

Dep. in Dup Fund in 1970/71 (as of 4/1/71) : $2,577.95 } $3494.75

General and Memorial Gifts

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August	1 Letter-files $ 6,000.00 (Carn)					$ 6,000.00
September						—
October	2 Carn $7,750.00					$ 7,750.00
November						—
December						—
January						—
February						—
March						—
April						—
May			1 Rockwell Kent* $2,000.00			$ 2,000.00
June						
	3 13,750.00		1 2,000.00			5 [illegible]

* see also 533

400
Bancroft (Gen Lib.)

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August				2 Metzdorf $ 405.00		$ 405.00
September						—
October	2 $ 15.95					$ 15.95
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	2 15.95					15.95

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October	1 $ 180,00					$ 180.00
November	5 $ 252.50	1 Blunden $ 65.00				$ 317.50
December						—
January						—
February						—
March						—
April						—
May						—
June						
	6 432.50	1 65.00				497.50

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	12 $5,677.00					$ 5,677.00
August						—
September						—
October	1 $ 275.00					$ 275.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	13 5,952.00					[illegible]

5,850.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September	2 $ 264.00					$ 264.00
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	2 264.00					264.00

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	12 $ 972.50					$ 972.50
August						—
September	2 $ 147.00					$ 147.00
October	2 $ 225.00					$225.00
November	1 $ 100.00					$100.00
December	1 $ 69.50					$ 69.50
January						—
February						—
March						—
April	1 $ 72.00					$ 72.00
May						—
June						
	19 1,586.00					1,586.00

1,402

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	38 $7,729.00					$ 7,729.00
August	2 $1,950.00					$ 1,950.00
September						—
October	1 Fiscal $ 600.58					$ 600.58
November	2 Marital Exemption $ 742.00					$ 742.00
December						—
January						—
February						—
March						—
April						—
May						—
June						
	43 11,021.58					11,021.58

10,500.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November	[1] $ 33.00					$ 33.00
December						—
January	[1] $ 45.00					$ 45.00
February						—
March						—
April						—
May						—
June						
	[2] 78.00					78.00

Allotment: $100.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July			~~X~~ Williams, Masefield ($8,277.00)	(1,972.50	(1) masfld)	$ 8,277.00
August	1 $ 45.00	1 Masefield $ 150.50	1 Williams $ 6,304.50			$ 195.50
September						—
October	1 Cooper $1,250.00					$ 1,250.00
November						—
December	1 75. + 10% commission $82.50					$ 82.50
January	2 g.stein $ 500.00	1 Mishima $ 200.00				$ 700.00
February						—
March		1 Newton $3,000.00				$3,000.00
April						—
May			1 Rockwell $20,000.00	Kent*		$20,000.00
June						
	[5] 1,877.50	[3] 3,350.50	[13] ~~28,277.00~~			33,505.00

[2] 26,304.50 (1)

*see also 358

(1) 1,972.50 (masfld)

31,532.50

+ not added to total

- not added

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $ 965.00					$ 965.00
August						—
September	2 $ 880.00					$ 880.00
October	1 $ 375.00					$ 375.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
	2,220.00					3,220.00

2,500.

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December	5 $1,400.00					$ 1,400.00
January						—
February						—
March						—
April						—
May						
June						
						1,400.00

Month	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December	[1] $ 51.00					$ 51.00
January						—
February						—
March						—
April						—
May						
June						
						51.00

Libraries, 1970-71

SPECIAL COLLECTIONS
Book Funds, 1970-71
(and Binding)

Sub-account			Expenditure Account	
Number	Name	Amt. All.	Number	Name
586-8273-0293	Spec. Coll. Books	$ ~~3,914~~ 3,864	573-8270-0005	Books, periodicals, binding
586-8273-0294	Spec. Coll. Periodicals	550	"	"
586-8273-0297	Spec. Coll. Dup. Fund		573-8270-4068	Special Collections Duplicates Fund
586-8273-0429	Epstean Fund	350	573-8270-1595	Epstean Fund
586-8273-0482	Smith Fund	5,850	573-8270-1341	Smith Fund
586-8273-0483	Strassburger Fund	260	573-8270-1552	Strassburger Fund
576-8273-0484	Ulmann Fund	1,600	573-8270-1541	Ulmann Fund
586-8273-0497	Lodge Fund	10,500	573-8270-1418	Lodge Fund
586-8273-0532	General Purchase of Books	- -	573-8270-5787	Gen. Pur. Books
586-8273-0533	Friends of Libraries Books	100	573-8270-5763	Friends C.U. Libs.
586-8270-0536	Engel (Solton)Fund	2,000	573-8270-1881	Engel (Solton) Fund
586-8273-1293	Spec. Coll. Binding	~~5,000~~ 4,500	573-8270-0005	Books, periodicals, binding
586-8273-4293	Spec. Coll. Books, Bancroft	8,500	573-8270-1387	Bancroft
		$38,074		

Income of Corporation

293	$ 3,864
294	550
1293	4,500
	8,914

38,074
4,500
33,574

1-293 1/19/71 Credit $2,269.71 (binding)

Libraries, 1969-70

SPECIAL COLLECTIONS
Book Funds, 1969-70

Sub-account			Expenditure Account	
Number	Name	Amt. All.	Number	Name
586-8273-0293	Spec. Coll. Books	$ 4,264	573-8270-0005	Books, periodicals, binding
586-8273-0294	Spec. Coll. ~~Books~~ Periodicals	600	"	"
586-8273-0297	Spec. Coll. Dup. Fund		573-8270-4068	Special Collections Duplicates Fund
586-8273-0429	Epstean Fund	400	573-8270-1595	Epstean Fund
586-8273-0482	Smith Fund	5,750	573-8270-1341	Smith Fund
586-8273-0483	Strassburger Fund	200	573-8270-1552	Strassburger Fund
576-8273-0484	Ulmann Fund	1,250	573-8270-1541	Ulmann Fund
586-8273-0497	Lodge Fund	10,500	573-8270-1418	Lodge Fund
586-8273-0532	General Purchase of Books	100	573-8270-5787	Gen. Pur. Books
586-8273-0533	Friends of Libraries Books	100	573-8270-5763	Friends C.U. Libs.
586-8270-0536	Engel (Solton) Fund	1,300	573-8270-1881	Engel (Solton) Fund
586-8273-1293	Spec. Coll. Binding	5,300	573-8270-0005	Books, periodicals, binding
586-8273-4293	Spec. Coll. Books, Bancroft	5,000	573-8270-1387	Bancroft
		$34,764		($33,464 without Engel)

Income of Corporation

293	$ 4,264
294	600
1293	5,300
	$10,164

358 - Gifts and Memorial Gifts

COLUMBIANA

Annual Report - Statistics

1970 - 1971

	1967/68	1968/69	1969/70	1970/71
I. Attendance				
Reader Visits	542	506	514	557
Visitors	3,445	3,048	2,492	2,269
II. Use of the Collections				
On the premises				
Books	1,101	806	1,034	1,141
Manuscripts	319	137	149	190
Vertical File (boxes & folders)	54	212	175	169
	1,474	1,155	1,358	1,500
Off the premises				
Intramural	349	406	294	226
Extramural	10	18	11	24
	359	424	305	250
Total use	1,833	1,524	1,663	1,750
III. Growth of the collections:				
A. Printed matter				
New acquisitions catalogued				
Books		10	0	0
Serials		67	69	56
New acquisitions uncatalogued		28	12	14
Additions to duplicate Collec.		30	9	9
Additions fo Faculty Offprints		5	35	17
B. Manuscripts				
Individual manuscripts				
Books		15	2	0
Letters & documents		18	10	50
Manuscript Collections		5	8	02
Additions to Ms. Collections		0	5	0
C. Other materials acquired				
Framed Pictures		12	24	10
Diplomas		2	24	7
Scrapbooks		9	1	1
Photograph albums		0	0	1
Photographs		7	12	18
Miscellaneous memorabilia		6	28	2
Student Protest			ca. 1000	ca 3000

IV. Processing	1967/68	1968/69	1969/70	1970/71
A. Printed materials				
Previous acquisitions catalogued		57	8	62
Sent to Cataloging	4	72	69	69
Sent to Binding	135	99	48	110
Received from Cataloging	87	67	77	122
Received from Binding		99	74	100
B. Manuscripts (processed in Columbiana)				
Book manuscripts		4	13	0
Letters & documents		125	117	0
Manuscripts Collections		2	5	6
Additions to Ms. Collections		50	17	2
C. Other materials				
Framed pictures		15	24	5
Diplomas		2	59	2
Scrapbooks		3	1	1
Photograph Albums		1	1	0
Departmental Records		95	7	12
Administrative Records		0	0	0
Academic robes		0	7	1
Alumni Records		15	4	0
Phonograph records		3	0	0
Broadsides		20	0	0

COLUMBIANA
Annual Report - 1970/71

I. Development and Maintenance of the Collection
A. Printed Materials

Acquisitions
The Columbiana Collection has been increased in 1970/71 by the addition of 70 volumes, 56 (serials) catalogued and 14 (monographs) uncatalogued, by 9 additions to the duplicate collection and 17 to the Faculty off-print file. Many phases of Columbia's history, both early and modern, are represented in these acquisitions.

Cataloging and Indexing
122 volumes were catalogued in 1970/71, of which 56 were serials. Three years ago it was agreed that the backlog of books in Columbiana would be catalogued at the rate of 20 to 30 titles each week. This agreement has never been put into operation but for a brief period as the figures clearly show, resulting in an increasing backlog each year. In fact, as of spring 1971, cataloging of monographs is at a standstill again.

As in previous years, the daily clippings of Columbia interest, taken from the New York Times have been mounted and filed, as well as those sent in by alumni from their local papers in various parts of the United States. In the interests of eliminating duplicate operations in the Libraries and effecting economies thereby, it was decided in June to discontinue the clipping and mounting operation in Columbiana and to substitute instead xerox copies of clippings processed by the Journalism Library which relate to Columbia. After a two-week trial this has been put into permanent operation, reducing the time given for this processing to filing alone. The daily received press releases from the Office of Public Information are likewise filed. During the year Columbiana has received numerous contributions of collections of ephemeral materials handed out on the campus. This material is added to a file already established by broad subject interest.

B. Manuscripts and manuscript collections

Acquisitions
50 individual manuscripts and 2 manuscript collections were acquired during 1970/71. Among the manuscripts are copies of addresses and lectures by Edward Delevan Perry and Nelson McCrea. The lectures and articles by Oscar James

Campbell relating to Shakespeare and other aspects of the drama form one of the manuscript collections, the other being the correspondence relating to the International Congress held on the occasion of the 500th anniversary of the death of Nicolaus Cusa, 6-10 September 1964, Florence, Italy of which Columbia University was one of the sponsors, the gift of Professor Paul O. Kristeller.

Cataloging

Six manuscript collections were arranged and indexed in Columbiana and Records additions were made to the Departmental, Administrative and Diploma collections.

C. Other Materials

Among the acquisitions of non-book, non-manuscript materials were 10 framed pictures of Columbia Interest; a large silver tea tray, presented to Professor Frank Tannenbaum by the Parochialists of West Point, and willed by him to Columbiana and a "Spectator Editorial Cane" on which appear in silver bands, the names of the Editors of Spectator from 1921 to 1935, the gift of the Friends of the Libraries; photographs and student protest materials.

D. Binding

110 volumes were sent in 1970/71 to the Binding Department for portfolio boards and pamphlet binding. These were current acquisitions as well as previously acquired materials in need of preservation.

E. Microfilming

The transcripts of the Cox Commission Hearings of 1968 were sent for microfilming to the National Microfilming Corporation at Milton, Conn.

II - Bibliographic Control

The index to Columbia College Today has been brought up to date and a plan laid out for indexing the Spectator. This latter however cannot be put into motion with the present reduced staff.

III. Reference and Circulation

In 557 reader visits 1500 items were used in the Reading Room; 250 items were sent for intramural and extramural loan. In addition to requests received in the Reading Room for information and reference assistance, many telephone and mail requests come daily. 185 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia University, the Office of Public Information, staff of Columbia College Today, Spectator and the University Newsletter, and the Alumni Federation Office. Among the non-Columbia users were: M.J. Reilly, doctoral candidate at New York University, for speeches and other materials relating to Seth Low; John Whitehead, doctoral candidate at Yale University, for relation of Columbia College to New York State (1800-1860); Robert Bannister, Swarthmore College, to trace the growth of political science courses at Columbia (1890-1920); Selma Roodner, free lance writer, for material on the Renwick family. She is writing the biography of James Renwick; Professor J. H. Potter, Stevens Institute, for information on the Honorary Professors in the School of Engineering; John R. Urban, Berman & Frost, for information on the Goodwood Cups, and especially the one awarded to David Thomson, C.C. 1873; Halford Ryan, doctoral candidate at George Washington University, for biography and speeches of Dwight D. Eisenhower; the Rev. Stephen Dibble, Masters candidate at Adelphi College, for material on Samuel Johnson, first president of King's College; A. L. Fitzgibbon, free lance writer, for material on Jesus de Galendez, whose biography he is writing; Mrs. Sara Dreyfuss, Field Enterprises, for material on the deans of Teachers College; Mr. William Morgan, architect, to establish whether or not Henry Vaughn designed any of Columbia's buildings; Julie Thayer, Vassar College, for material on the "student left" of the 1930's; Marcia Synnott, doctoral candidate at the University of Massachusetts, for the business and professional lives of graduates of Columbia College, 1900-1930; Sheldon Cohen, Loyola University, for student behavior in King's College 1765-1775; Robert Welker, Case Western Reserve University, to compare post college activities of the Columbia College classes of 1925 and 1935;

R. Huspit, University of North Carolina, to trace university administration from 1830; Professor E. C. Bacon, Union College, for material on Charles A. Joy; Benjamin Blom, publishers, for material on the McKim, Mead & White buildings at Columbia; Phyllis Bronberg, doctoral candidate at University of Michigan, for education at Columbia 1750-1800; Professor Mohler, Rockefeller University, for materials on technocracy. In addition many students have come from other universities to consult the file of student protest materials.

Intramural loans (226) were made chiefly to the officers of administration in Low Library, photographic services, Office of Public Information and Columbia College Today. 24 items were loaned to local libraries and publishing firms.

IV. Library Operations and Administration

As in the past, the King's College Room has been open to visitor's view during the Columbiana Library working hours. The daily flow of visitors ranges from single individuals to tour groups of 20 - 30. The Room is no longer open for Rotunda dinners since the use of the corridor outside for serving and cloak room facilities makes access to the room impossible. It is, however, used on selected occasions for small ceremonies and high-level committee meetings. On December 17 a reception was held in the Room on the occasion of the presentation of the archives of the Random House Publishing Company. The papers were presented in token by Mr. Donald Klopfer, chairman of the Board of Random House, and accepted for the University by Dr. William J. McGill.

B. Exhibitions

The exhibition of the architectural development of the Columbia University campus in the Columbiana Reading Room continues to be of great interest to all who visit here. In April an exhibiton was

installed in the Rotunda of Low Memorial Library depicting events in Columbia's history, illustrated by materials from Columbiana and a small exhibition of the same nature in the cases at the entrance to Butler Library.

C. Staff

Susan Bilton, appointed June 1, 1967, as a full time supporting staff member, occupied this position until May 15, 1971 when, in the interests of economy, the position was abolished and Miss Bilton (Mrs. John Pope) was transferred to another division of the Libraries. Increased page service was made available from this point enabling us to maintain the routine sorting, filing and shelving.

V. Problems

A problem of serious and long-standing nature remains in Columbiana - the cataloging of single titles. Three years ago the Cataloging Department agreed to undertake the cataloging of from 20 - 30 titles each week until the backlog of material accumulated through several years when no cataloging service was available to Columbiana was cleared up. Unfortunately it has not been possible to carry out this plan and each year adds to the backlog. In view of the reduced space in the stacks adjacent to Columbiana for storing current uncatalogued materials, the situation becomes increasingly undesirable both for the preservation of the materials and for adequate service to readers.

Another problem arises as result of the reduction in staff. Since access to Mrs. Torbert's office is through the Columbiana Library, the access has to be maintained through normal working hours. In vacation periods and in time of illness this need for the library to be open without break for lunch is impossible to maintain with present staff.

Respectfully submitted

Alice M. Bonnell
Curator, Columbiana
August 1971

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1970 Library Columbiana

Staff member responsible for this report: Alice M. Monnell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		228	8	1
Aug.		60	13	0
Sept.		109	81	1
Oct.		122	27	1
Nov.		138	2	0
Dec.		121	4	0
Jan.		108	3	0
Feb.		124	15	0
March		94	9	0
April		135	52	12
May		106	83	1
June		155	56	0
TOTAL		1500	326	24

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(670)2C

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1970

Library Name: Columbiana Reported by: Alice H. Bonnell Date: 8/20/71

	TOTAL Beginning of year	ADDITIONS			WITHDRAWALS			NET CHANGE	TOTAL End of year
		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
MATERIAL									
1. Monographs	6205	62	14	6281			none	+ 76	6281
2. Bound Serials	8047	56	4	8107			none	+ 60	8107
3. Unbound Serials									
4. Master's Essays									
5. ~~Uncataloged(?)~~	~~3114~~			~~3114~~			none	--	~~3114~~
6. ~~Included in Stat'l statistics~~									
7.	14,252			14,388					
8. Total lines 1-7	~~17,366~~*	118	18	~~17,502~~			none	+ 136	~~17,502~~ 14,388
9. Manuscripts			ca.130	ca.130					ca.130
10. Microfilm reels	ca.150		1	ca.151					ca.151
11. Microfiches									
12. Microcards									
13. Micro-prints									
14. Total lines 10-13	ca.150		1	ca.151			none	+ 1	ca.151
15. Films	9		0	9					9
16. Film strips									
17. Slides									
18. Phonorecords	54		0	54					54
19. Tape recordings	29		0	29					29
20. Framed Pix	183		10	193			none	+ 10	193
21. Scrapbooks	116		2	118			none	+ 2	118
22. Memorabilia	1440		2	1450			none	+ 2	1450
23.									

*This figure, supplied by Mr. C. Donald Cook, is about 3000 higher than departmental total. It must include uncataloged volumes and other items. The 17,366 total will be used as the base.

C1(671)C

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date July 23, 1971

To All Library Units - Special Collections

Subject Size and Growth of Collection Statistics

The circled figures represent cataloged additions and withdrawals for bound serials and monographs. Use them to complete the annual report form, C1(671), and return it with your annual report to the Director's Office, 315 Butler.

Warren J. Haas

WJH:sp
Enc.

274,563

3,655
314,536
318,191

Posters

5,000
700
500
1000
1500
1500

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TG EDIE

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1970

ADDITIONS X WITHDRAWALS _____ TYPE OF MATERIAL Monographs

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	1935	2449	1244	2290	2034	2006	2339	3255	3748	4460	2977	3804	32541
Avery	228	177	221	275	193	228	282	261	395	317	275	378	3230
Biology	50	81	46	51	36	42	31	37	35	32	30	29	500
Browsing													
Burg-Carp., Classics	27	39	60	61	43	75	63	132	117	144	273	215	1249
Business	363	230	121	217	143	162	203	208	337	204	336	306	2830
Chemistry	23	37	22	42	26	16	18	21	23	22	28	13	291
College	151	75	174	625	450	162	190	312	421	168	90	80	2898
College Catalogs													
Computer Center													
Columbiana		1	2	9	15	4	18	11	4	10		1	75
East Asian	79	71	34	119	61	70	87	79	163	189	100	68	1120
Engineering	95	85	43	106	61	60	77	140	169	88	92	50	1066
Fine Arts	175	131	153	197	148	241	202	187	240	294	165	196	2329
Geology	63	75	114	109	105	51	55	58	54	36	95	31	846
Geoscience	70	17	35	47	26	26	22	25	28	18	44	11	369
Graphic Arts	31	34	14	20	17	19	23	21	30	10	19	12	250
Int'l Affairs	411	674	282	516	536	451	594	711	1002	761	1083	1019	8040
Journalism	15	43	17	34	22	32	33	31	68	35	48	31	409
Law and Int'l Law													
Library Service	44	118	70	144	93	70	117	139	189	140	216	186	1526
Mathematics	31	36	16	39	22	11	58	25	43	24	21	15	341
Medical													
Microform Room													
Music													
Paterno	20	13	63	19	31	11	37	41	35	18	39	39	366
Philosophy	4	15	5	13	7	6	13	40	66	19	52	18	248
Physics	34	35	32	29	49	22	19	65	40	35	27	9	396
Psychology	39	47	35	45	37	22	18	36	51	17	38	17	402
Reference	65	64	58	77	59	60	88	112	91	82	79	90	925
Science	41	25	18	24	23	17	18	17	76	29	44	32	364
Social Work	21	18	141	169	49	44	36	92	108	52	45	39	814
Spec. Collections (Total)	121	142	38	234	173	131	259	230	241	386	301	367	2623
Theatre Arts	58	129	46	48	31	31	51	50	48	37	66	46	641
Rare	16	14	25	13	12	15	24	16	42	26	18	18	239

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1970

ADDITIONS _____ WITHDRAWALS X TYPE OF MATERIAL Monographs

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	197	244	492	466	373	114	367	301	514	402	340	244	4054
Avery	2		2	12	32				1	1	2		52
Biology					8		2				6	1	17
Browsing													
Burg-Carp., Classics	3		7	124	61	1		3					199
Business					13								14
Chemistry				6			1	1	1				9
College			1		5		1		26				33
College Catalogs													
Computer Center													
Columbiana													
East Asian	1		18	5	4		3	6	44	6	4	1	92
Engineering											51		51
Fine Arts	1		1								2		4
Geology					2							12	14
Geoscience											14		14
Graphic Arts								1					1
Int'l Affairs			1		1			2			1		5
Journalism					5								5
Law and Int'l Law													
Library Service				4	1					1	2	2	10
Mathematics										12	13	7	32
Medical													
Microform Room													
Music													
Paterno			4				17	3		3	1	4	32
Philosophy			2						1		1		4
Physics				2		1			1		7	16	27
Psychology			2		1					1	2		6
Reference	10	19	93	28	2	13	16	21	49	9	148	3	411
Science							1	1		8	44	3	57
Social Work													
Spec. Collections (Total)						1							1
Theatre Arts													
Rare				14						4			18

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, 1970

ADDITIONS X WITHDRAWALS _____ TYPE OF MATERIAL Serials

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library, Acquisitions	514	541	565	942	624	692	959	892	1061	1205	1142	1135	10625
Avery	18	43	79	99	58	88	45	98	80	87	92	98	885
Biology	6	193	123	77	222	29	8	19	41		14	6	738
Browsing													
Burg-Carp., Classics	14	1			2	1		5	6	20	7	1	57
Business	314	195	338	434	392	424	462	521	442	500	573	492	5087
Chemistry	54	56	84	63	49	63	30	20	36	34	62	50	601
College	4	6	2	5		3		4	8	52	1	4	89
College Catalogs													
Computer Center							2	21	8				31
Columbiana													
East Asian	11	15	20	40	30	25	29	86	63	61	18	11	409
Engineering	51	78	135	144	188	119	97	84	126	124	65	106	1317
Fine Arts	22	28	10	37	46	34	9	12	60	15	33	9	315
Geology	48	23	73	119	140	51	70	48	33	16	14	11	646
Geoscience	43	5	9	51	42	13	41	49	59	126	34	17	489
Graphic Arts		110	26	87	20	23	17	4	1	1		4	293
Int'l Affairs	297	174	191	511	444	437	278	493	375	628	542	313	4683
Journalism	7	2	4	1	7	13	2	4	7	16	19	7	89
Law and Int'l Law													
Library Service	35	93	21	31	80	61	45	101	44	29	47	93	680
Mathematics	89	13	4	39	18	39	19	30	48	29	68	19	415
Medical													
Microform Room													
Music		10		5	1	16	8	13	9	10	6	10	88
Paterno		4			5		35	1	31	21	1	1	99
Philosophy													
Physics	33	34	13	68	23	40	33	18	56	68	23	12	421
Psychology	24	43	44	16	7	9	7	21	77	23	17	9	297
Reference	23	28	46	29	29	61	40	99	62	67	60	77	621
Science	10	19	10	51	14	196	32	30	17	24	16	6	425
Social Work			1	1		1							3
Spec. Collections (Total)		2	60		57	6		81	5	30	25	300	566
Theatre Arts	13		3			2		2	2				22
are											1		1
Cataloging		5	5	15	5	5	52	5				35	127

FORM A

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Technical Services), Year Beginning July 1, _____

ADDITIONS _____ WITHDRAWALS X TYPE OF MATERIAL Serials

Name of Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
General Library	12	4	32	230	45	27	125	97	46	12	22	35	687
Avery	1				4					3		5	13
Biology									2			12	14
Browsing													
Burg-Carp., Classics											2	2	4
Business	5		17	1	54	3	67	29	22	11	6	12	227
Chemistry				75			4	15				40	134
College	14					3		1					18
College Catalogs													
Computer Center													
Columbiana													
East Asian				3			2	1	1	1	7	64	79
Engineering	9			5	58		10	36	6	1	17	18	160
Fine Arts						2							2
Geology				1	1						18	2	22
Geoscience									1				1
Graphic Arts							1	2					3
Int'l Affairs	1	12		6		2					1	2	24
Journalism	1			1	691	1	4		1	6		3	708
Law and Int'l Law													
Library Service	7	4	1	4	1	8	8	38	4	10	9	1	95
Mathematics												2	2
Medical													
Microform Room													
Music							8	1	4				13
Paterno					1	4	23		24			1	53
Philosophy													
Physics							12		35		70	2	119
Psychology								1		2			3
Reference	6	10	1	5	14	4	4	3	2	1	16		66
Science				1		1	1		7	65			75
Social Work													
Spec. Collections (Total)					6						1		85
Theatre Arts									2				2
Rare				4		2					19	3	28

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1970/71

Department: Special Collections Reported by: Kenneth A. Lohf Date: July 1971

Note: All materials processed by Special Collections except those followed by "c".

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS	———	———	———	———
Books	234,628 (c)	2,552 (c)		237,180 (c)
Serials				
TOTAL (books & Serials)				
College Catalogs				
Music Scores	ca. 350			ca. 350
Newspapers				
Technical Reports				
Trade (Manufacturers) Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	54,494		720	53,774
Book dealer/Auction Catalogs	ca. 14,800	ca. 500		ca. 15,300
Incunabula	858	63	5	916
Sheet Music	ca. 20,000 pieces			ca.20,000 pieces

C1(670)5C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	———	———	———	———
Reports for Bachelor's degrees	384 vols.			384 vols.
Master's essays	4,785 vols.	52 vols.		4,837 vols.
Doctoral dissertations	11,786 vols.(c)	694 vols.		12,480 vols.(c)
Music				
Books, Letters, diaries, etc. ("x" collection)	4,836			4,836
Other (Please specify)				
Manuscript Collections (ca. 4,030,000 items)	593	39		632
Cuneiform tablets	ca. 500			ca. 500
3. MICROTEXT	———	———	———	———
Microfilm	413 reels	65 reels		478 reels
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	———	———	———	———
Films				
Phonograph records	616			616
Slides	ca. 100			ca.100
Tape recordings (spool, reel)	330			330
Other (Please specify)				
5. OTHER MATERIALS	———	———	———	———
Broadsides	2,051			2,051
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,399	2		1,401
Memoirs (Oral History)	1,913 memoirs	126 memoirs		2,039 memoirs
Memorabilia				
Newspaper clipping file				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	ca. 5,500			ca. 5,500
Tests				
Other (Please specify)				
Epigraphy specimens	159			159
Papyri	ca. 700			ca. 700
Ostraca	ca. 500			ca. 500

PART I: STATISTICAL REPORTS - Table I.

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1970

Library Name: Special Collections Reported by: Kenneth A. Lohf Date: July 28, 1971.

	TOTAL Beginning of year	ADDITIONS			WITHDRAWALS			NET CHANGE	TOTAL End of year
		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
MATERIAL									
1. Monographs *	234,628	3,189		3,189	86		86	+ 3,103	237,731
2. Bound Serials									
3. Unbound Serials									
4. Master's Essays	4,785		52	52				+ 52	4,837
5. Scores (sheet music)	20,350								20,350
6. Dealer's Catalogs	14,800		500	500				+ 500	15,300
7. Collections (uncat.) **	39,973								39,973
8. Total lines 1-7	314,536								318,191
9. Manuscripts ***	3,450,000		580,000	580,000				+ 580,000	4,030,000
10. Microfilm reels	413		65	65				+ 65	478
11. Microfiches									
12. Microcards									
13. Micro-prints									
14. Total lines 10-13	413		65	65				+ 65	478
15. Films									
16. Film strips									
17. Slides	ca. 100								ca. 100
18. Phonorecords	616								616
19. Tape recordings	330								330
20. Broadsides	2,051								2,051
21. Maps	1,399		2	2				+ 2	1,401
22. Memoirs (Oral Hist)	1,913		126	126					3,039
23. Pictures, prints, etc.	ca. 5,500								5,500

* See second page for categories included in monograph total.

** The number of volumes under this category has formerly been reported as part of arrearages ("accessible," but uncat.) However, since they may never be cataloged, they are now listed under this category, and have been deducted from our arrearages listed under item 30.

*** The total number of manuscript collections at the beginning of the year stood at 593; 39 new collections have been added throughout the year, bringing the year-end total to 632 collections.

(continued on next page) -

(Table I Continued)

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections: Annual Report for the Year Beginning July 1, 1970

Library Name: Special Collections Reported by: Kenneth A. Lohf Date: July 28, 1971.

	TOTAL Beginning of year	ADDITIONS			WITHDRAWALS			NET CHANGE	TOTAL End of year
		Catalog. Dept.	Departmental Library	TOTAL	Catalog. Dept.	Departmental Library	TOTAL		
Continuation:)									
14. Posters	ca. 10,000								ca. 10,000
15. Cuneiform tablets	ca. 500								ca. 500
16. Epigraphy specimens	159								159
17. Papyri	ca. 700								ca. 700
18. Ostraca	ca. 500								ca. 500
19. Press file	ca. 10,000								ca. 10,000
20. Arrearages	14,521					720	720	- 720	13,801
1. Monographs: This total also includes the following:									
Bachelor's Degrees	384								384
Doctoral dissertations	11,786	694		694					12,480
("X" Coll.) Books, diaries, etc.	4,836								4,836
Incunabula	858		63	63		5	5	+ 58	916

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1970 Library Rare Book and Manuscript Library
Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		678	50,587	390	
Aug.		525	82,282	190	14
Sept.		248	30,254	2,271	1
Oct.		858	24,465	468	81
Nov.		812	21,881	933	3
Dec.		923	24,951	3,360	31
Jan.		588	83,932	1,901	
Feb.		741	27,390	2,056	1
March		953	55,047	5,081	
April		935	124,219	4,481	
May		731	64,324	1,284	1
June		450	52,708	669	9
TOTAL		8442	642,040	23,084	141

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 5,000 items. (Briefly indicate the manner in which this estimate was made in the space below.)

This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

C5(670)2C

APPENDIX

Purchases made by Special Collections during 1970/71

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 General	36 $ 2,810.20	12 $ 226.40		6 $ 580.53		$ 3,617.13
4-293 Bancroft	41 $ 1,256.60	74 $4,814.50	6 $21,289.00	4 $1,092.50		$ 28,452.60
297 Duplicate	20 $ 2,825.00	4 $ 250.00	4 $ 1,370.00			$ 4,445.00
358 Gen.& Mem. Gifts	3 $13,750.00		1 $ 2,000.00			$ 15,750.00
400 Bancroft(GL)	2 $ 15.95					$ 15.95
429 Epstean	6 $ 432.50	1 $ 65.00				$ 497.50
482 Smith	13 $ 5,952.00					$ 5,952.00
483 Strassburger	2 $ 264.00					$ 264.00
484 Ulmann	19 $ 1,586.00					$ 1,586.00
497 Lodge	43 $11,021.58					$ 11,021.58
532 Halsband	2 $ 78.00					$ 78.00
533 Friends	5 $ 1,877.50	3 $3,350.50	2 $26,304.50			$ 31,532.50
536 Engel	6 $ 2,220.00					$ 2,220.00
TOTALS	198 $44,089.33	94 $8,706.40	13 $50,963.50	10 $1,673.03		$105,432.26
1293 Binding		allocation	$4,500.00		expended	$ 5,267.94

LOHF

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1970 Library Rare Book and Manuscript Library
Special Collections

Staff member responsible for this report: Kenneth A. Lohf
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C5(670)2C

INSTRUCTIONS

Read all instructions before beginning this form.

1. A professional staff member is to oversee data collection procedures and the preparation of this report.

2. The purpose of this report is to obtain a reliable record of the use of library materials for research or instructional purposes. The base for the count is physical items; that is, a bound volume, an issue of a journal, a pamphlet, a microfiche, a microfilm reel, a manuscript, etc.

3. All loans signed for by an individual borrower or signed out to another library are to be counted. Items that must be signed for by users even though they cannot be taken from the library are to be included. The only recorded loans not to be counted are those to technical service departments, since such loans are generally made for operational reasons and not for research or instructional purposes.

4. Renewals are not to be counted.

5. The total number of recorded loans made each month in each category is to be entered in the appropriate column. The headings are self-explanatory. After the entries are made, copy the form on Xerox or other copying machine and send the copy to the Director's Office, 315 Butler, by the 10th of the following month.

6. At the end of the fiscal year:

   (1) Total all columns, checking figures carefully.

   (2) Estimate total non-recorded use (that is, books and other materials used by readers in the library without a charge being made) for the entire year, and indicate in a few sentences how this estimate was made; i.e., was it based on several samples taken during the year of books picked up from tables and shelved, general impressions, etc. In making this estimate it might be useful to consider non-recorded use in the light of recorded use--is it about one-half of recorded use, about equal to recorded use, more than recorded use, etc. Keep in mind during the year that this estimate will be required at the end of the year, and plan how you will provide the information. Note that this is simply to be a reasonable estimate based on experience and judgment. No special records or elaborate counts are to be made.

   (3) As is done each month, submit one copy of the completed form by July 10. Other copies will be needed for inclusion in your annual report.